

NAVAL STATION BREMERTON INSTRUCTION 1730.2

From: Commanding Officer, Naval Station Bremerton

Subj: COMMAND RELIGIOUS PROGRAMS AND CHAPEL OPERATIONS

Ref: (a) SECNAVINST 1730.7  
(b) OPNAVINST 1730.1C

Encl: (1) [Chapel Rules and Regulations](#)  
(2) [Application for Use of Chapel Facilities; NAVSTABREM 1730/2 \(6-99\)](#)

1. Purpose. To establish policy and guidelines for use of the Naval Station (NAVSTA) Bremerton Chapel and the Jackson Park Chapel.

2. Cancellation. This instruction replaces NAVSHIPYDPUGETINST 1730.2E.

3. Background. Chapel use policy and guidelines are established to provide for free exercise of religion by all active, reserve, retired military and their family members, and to provide programs of ministry as prescribed in references (a) and (b). Chaplain operations will focus to support NAVSTA Bremerton and tenant Sailors.

4. Policy.

a. Eligible Personnel. Persons who hold a U.S. Armed Forces Identification Card (DD Form 2N (Active) 1 Jul 74 or DD Form 2 (Active) Oct 93) and their family members are eligible. Under military regulations, a family member is defined as "an individual whose relationship to the sponsor leads to the entitlement to benefits." Family members are listed on page 2 of the sponsor's service record. Identification cards are issued to family members between the ages of 10 and 21, or extended to age 23 if enrolled in higher education.

b. Special Religious Ceremony or Service Event. These include bar/bat mitzvahs, confirmations, funerals, memorial services, ordinances, sacramental rites, weddings, commissioning and reenlistment ceremonies. The rules and regulations governing chapel use for ceremonies is provided as enclosure (1).

c. The chapels are available for use by all eligible persons involved with the Command Religious Program and/or approved by the Command Chaplain. Command Religious Programs take precedence over any other request or function. Eligible persons who wish to reserve a chapel for a ceremony may do so by submitting enclosure (2) to the NAVSTA Bremerton Chaplain's Office, Code B00C.

d. Priority for chapel use will be as follows:

(1) Active duty attached to NAVSTA Bremerton, tenants, and homeported ships.

(2) Active duty personnel attached to other commands.

(3) Fleet Reserve and Ready Reserve Personnel.

(4) Retired military.

e. Official Ceremonies. Naval Station Chaplains will only support official ceremonies (i.e., weddings, funerals, baptisms, etc...) for active duty personnel who are attached to Naval Station Bremerton, tenant commands, and homeported ships.

f. Chaplain Retreats. Naval Station Bremerton will fund, on a case by case basis TAD assignments of Chaplain personnel to professional retreats.

g. Chapel spaces are available without charge to authorized persons.

5. Action. The Command Chaplain, NAVSTA Bremerton, will administer the NAVSTA Bremerton Chapel and the Jackson Park Chapel and is responsible for supervising their use and for scheduling their availability.

a. Authorization to use a chapel is contingent on the overall needs of the Command Religious Program and the availability of supervisory staff. Other chaplains, civilian clergy, or civil officials endorsed by their faith group or by civil jurisdiction may be authorized by the Command Chaplain to conduct a sponsored event.

b. Persons authorized use of chapel spaces are responsible for the conduct of participants, the cleanliness and security of the building, the proper care, use, and respect for government property, and compliance with NAVSTA Bremerton security regulations per the provisions of this instruction. The

Chaplain's Office will provide the sponsor with a copy of the chapel rules and regulations.

6. Forms. "Application for Use of Chapel Facilities," NAVSTABREM 1730/2 (6-99), is available from the NAVSTA Bremerton Chaplain's Office, Building 503A, 120 South Dewey Street, Bremerton, WA.

/S/  
J. A. HOLDEN

DISTRIBUTION  
NAVSTABREMINST 5216.1  
Lists I and II

CHAPEL RULES AND REGULATIONS

1. CHAPEL RESERVATIONS. A valid identification card, as identified in this instruction, must be presented to the Chaplain's Office at the time of making your reservation. Reservations are made by filling out the "Application for Use of Chapel Facilities," NAVSTABREM 1730/2 (6-99), available at the Chaplain's Office. This form must be submitted at least two weeks prior to the date of the ceremony. Reservations are on a first come, first serve basis.
2. OFFICIANT. Except for funerals and services, chaplains, civilian clergy, or civil officials who will officiate at the ceremony, must contact the NAVSTA Bremerton Chaplain's Office at (360)476-2183/2184 at least two weeks prior, in order to declare their acceptance of the ceremony. Acceptance cannot be confirmed by the sponsor. Each sponsor may reserve the chapel for a period not to exceed two hours. If rehearsals are necessary, the same person performing your ceremony can perform them Monday through Friday, between the hours of 1400-1800. Chaplains are clergy persons, bound to the marriage regulations of their church. Because many ecclesiastical regulations do not allow it, chaplains will not be available to substitute should your chaplain, civilian clergy, or civil official not perform the ceremony.
3. FEES. There is no fee for the use of the chapel. Civilian clergy, civil officials, organists, and soloists may request a specific stipend (fee), which is the responsibility of the sponsor.
4. CHAPLAIN SERVICES. If desired, it is the responsibility of the sponsor to make the necessary arrangements to procure the services of a chaplain to act as officiant at your ceremony, except in the cases of funerals and memorial services. A request for a chaplain to conduct a funeral or memorial service must be sent through the Regional Chaplain's Office at Navy Region Northwest, by calling (360) 396-6005. No charge is made by any military chaplain for officiating at any worship service in the chapel and an honorarium cannot be accepted. Contributions may be made to the Religious Offering Fund.
5. ORGANIST. The Chaplain's Office will provide a list of organists that are familiar with the use and care of the chapel's organ. Be certain to indicate on your reservation form if you will be using an organist at your ceremony. While you may use your own organist, the sponsor is solely responsible for any organist/soloist fee and for any damage to the organ.
6. FLOWERS. Flowers may be taped, but not pinned, tacked, nailed, or stapled to chapel furniture and pews. The florist or participants must provide floral stands and vases. Flowers are not permitted to be placed on the altar.

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7. CHAPEL PROPERTY. Chapels are U. S. Government property. Please respect the chapel when you use it for your ceremony. Sanctuary furnishings including all linens, wall hangings, and any other appointments will not be moved. Any damage to the altar linens, or to repair or replace any damage to any furniture or appointments, are the responsibility of the sponsor. After the ceremony please clean chapel furnishings and appointments. The sponsor is responsible to ensure chapel is cleaned, within the two-hour reservation period, before departure. A dumpster is located across the street, behind the Chaplain's Office. Smoking, food, beverages, or gum chewing are prohibited inside or immediately outside the chapel. The sponsor is responsible for cleaning up the chapel, fellowship room, and all the trash cans.

8. ALTAR. Do not place anything on the altar. Do not move the altar.

9. RICE THROWING. The throwing of anything (i.e., rice, birdseed, confetti) either inside or outside the chapel or anywhere aboard NAVSTA Bremerton is prohibited.

10. PHOTOGRAPHS. Because the chapel is small, taking photographs during the ceremony may be disruptive and could spoil the solemnity of the ceremony for you and your guests. Photos of the ceremony can be staged either before or after the ceremony is completed. Arrangements should be made with the officiator if you desire pictures during the ceremony. The two-hour time frame requires that you plan well.

11. LICENSE REGULATIONS. The sponsor and the officiant are responsible to meet the civil requirements applicable to the ceremony.

12. CANDLES. Due to fire regulations, only the area surrounding the altar may have candles. You must furnish your own candles and they must be dripless. Plastic wrap or wax paper must be placed under any standing candelabra. When snuffing out candles, please be sure not to blow melted wax from the candles onto the carpet or linens. A candle snuffer will be available for use. The duty Religious Program Specialist (RP) will be on hand to light all candles 15 minutes prior to the start of the ceremony. Children are not permitted to light candles, blow out candles, or carry lit candles.

13. DRESSING ROOM. The fellowship room, located to the side of the sanctuary, may be used as a dressing room. Furniture may not be moved in the fellowship room. The fellowship room is opened, along with the chapel, at the start of your two hour reservation. The RP office, sacristy, and sanctuary are "off limits" to all personnel, except chapel staff.

14. CAPACITY. By fire regulations, the total capacity of the NAVSTA Bremerton Chapel (Building 300) may not exceed 125 guests, and 185 for the Jackson Park Chapel (Building 98).

15. NAVAL STATION BREMERTON VISITOR REGULATIONS. When using the NAVSTA Bremerton Chapel, the sponsor is responsible to notify NAVSTA Bremerton Security concerning guests entering NAVSTA Bremerton, at least five days prior to the ceremony. The sponsor must write a letter to the Chief of Police, Code N32221A, Naval Station Bremerton, 120 South Dewey Street, Bremerton, WA 98314-5020. Your letter must include the following: (1) date and time of your ceremony; (2) names of your guests (alphabetical, last name first) and citizenship. If there are any questions, please call Security at (360) 476-5795. The requirements contained in this paragraph apply only to the NAVSTA Bremerton Chapel.

16. MEDIA: Guests who are acting as members of the media must be approved by Security and the Public Affairs Officer. Public Affairs can be contacted at (360)476-0444/0195.

## APPLICATION FOR USE OF CHAPEL FACILITIES

- INSTRUCTIONS:
1. The application must be completed only by the sponsor.
  2. Incomplete applications will not be accepted.
  3. The sponsor's valid U.S. Armed Forces Identification Card (DD Form 2N (Active) 1 July 74) must be presented at the time of the submission of this application.
  4. If the sponsor is procuring the chapel and/or a chaplain's services for a family member, a photocopy of the family member's Identification Card or sponsor's page 2 is required.
  5. Submission of this application does not constitute approval. Approval is given only by the Command Chaplain. You will be notified by telephone when approval is given.

**PLEASE PRINT**

1. Rank/Rate/Title: \_\_\_\_\_
2. First Name: \_\_\_\_\_
3. Surname: \_\_\_\_\_
4. Social Security: \_\_\_\_\_
5. Mailing Address: \_\_\_\_\_
6. \_\_\_\_\_  

City/Town
State
Zip
7. Telephone (Home): \_\_\_\_\_
8. Telephone (Work): \_\_\_\_\_
9. Check all those which apply.
 

☐ Active Duty  
☐ Reservist  
☐ Retired Military  
☐ Retired Government Service Employee
10. Branch of Service:
 

☐ United States Air Force  
☐ United States Coast Guard  
☐ United States Navy

☐ United States Army  
☐ United States Marine Corps  
☐ Other: \_\_\_\_\_

## APPLICATION FOR USE OF CHAPEL FACILITIES (CONT.)

11. If you are currently on active duty:

A. Command: \_\_\_\_\_

B. Commanding Officer: \_\_\_\_\_

C. Address: \_\_\_\_\_

City/Town	State	Zip
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D. Telephone: \_\_\_\_\_

12. Facility Requested:

( ) Naval Station Bremerton Chapel

( ) Jackson Park Chapel

( ) Jackson Park Fellowship Hall

**\*\*Note:** Kitchen facilities at the Jackson Park Chapel are NOT available.

13. Please indicate the number of persons expected. \_\_\_\_\_

14. The purpose of the use of this facility is:

( ) Funeral/Memorial Service

Date of Service: \_\_\_\_\_

Time of Service: From: \_\_\_\_\_ To: \_\_\_\_\_

( ) Religious Service (other than weddings)

Specify: \_\_\_\_\_

Date of Service: \_\_\_\_\_

Time of Service: From: \_\_\_\_\_ To: \_\_\_\_\_

( ) Wedding: Check only one (1) time block below.

Times \_\_\_0900 (0800-1000) \_\_\_1100 (1000-1200) \_\_\_1300 (1200-1400)

\_\_\_1500 (1400-1600)

Date of Service: \_\_\_\_\_

Time of Service: \_\_\_\_\_



APPLICATION FOR USE OF CHAPEL FACILITIES (CONT.)

Date of Rehearsal:\_\_\_\_\_

Time of Rehearsal: From:\_\_\_\_\_To:\_\_\_\_\_

( ) Other Non-Religious Event  
Specify:\_\_\_\_\_

Date of Service:\_\_\_\_\_

Time of Service:\_\_\_\_\_

Date of Rehearsal:\_\_\_\_\_

Time of Rehearsal: From:\_\_\_\_\_To:\_\_\_\_\_

\*\*Note: Chapels are not used for educational or training purposes.

15. Name of Officiant:\_\_\_\_\_

Address of Officiant:\_\_\_\_\_

\_\_\_\_\_  
City/Town State Zip

Telephone:\_\_\_\_\_

\*\*Note: The officiant and sponsor are responsible for fulfilling any legal requirements in regard to this ceremony.

16. Will you be using the organ? ( ) Yes ( ) No

Name of Organist:\_\_\_\_\_

Address of Organist:\_\_\_\_\_

\_\_\_\_\_  
City/Town State Zip

Telephone:\_\_\_\_\_

## APPLICATION FOR USE OF CHAPEL FACILITIES (CONT.)

17. If the sponsor is using the chapel for their own ceremony, enter the word "self," \_\_\_\_\_ . If the sponsor is securing the use of the chapel for their family member please state the family member:

Name \_\_\_\_\_

Age \_\_\_\_\_

Relationship \_\_\_\_\_

I certify that I have read, understand, received a copy, and will comply with the requirements of NAVSTABREM Instruction 1730.2. I further realize that it is my responsibility to communicate the chapel rules and regulations to all my guests and that I am solely responsible for their actions. I understand that submission of this application does not constitute acceptance. I will be notified when this application has been approved.

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date

\*\*\*NOTE: Attach a photocopy of the Sponsor's and Family Member's U.S. Armed Forces Identification Card (DD Form 2N) (Active) 1 July 74), and if applicable, Family Member's I.D.

PRIVACY ACT STATEMENT: According to the Privacy Act Statement under the authority of 5 USC, 301 Department Regulating Information, it is requested to identify applicants for the use of the Naval Station Bremerton and Jackson Park Chapels, Bremerton, WA, under command of Naval Station Bremerton for special ceremonies or usage. The information will be used by the Chaplain's Office for identification purposes. Completion is optional: however, failure to comply will result in the request for use of the chapel being disapproved.

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THIS SECTION TO BE COMPLETED BY THE CHAPEL STAFF.  
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1. Date Application Accepted: \_\_\_\_\_

2. Rate/Rank/Name of Chapel Staff Member accepting application. \_\_\_\_\_

\_\_\_\_\_  
Date

## APPLICATION FOR USE OF CHAPEL FACILITIES (CONT.)

## 3. Eligibility Requirement:

( ) Criteria determining the eligibility for the use of the chapel has been satisfied.

( ) has not been satisfied because: \_\_\_\_\_  
 \_\_\_\_\_

## 4. Final disposition by Command Chaplain

( ) Approved ( ) Disapproved

If disapproved, state reason:

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Command Chaplain, Naval Station Bremerton Chaplain's Office

## 5. Sponsor notified on (date) \_\_\_\_\_ of

( ) Approval ( ) Disapproval

Chapel Staff: \_\_\_\_\_

I spoke with: \_\_\_\_\_

## 6. Officiant has notified acceptance of the ceremony.

Officiant Name \_\_\_\_\_

Telephone \_\_\_\_\_

Date: \_\_\_\_\_ Chapel Staff: \_\_\_\_\_